



Southwest Economic Service Area

Workshop Schedule

Workshop	Date	Time	Location
Resume Writing: Designed to help job seekers develop a complete, professional resume, a complete reference list and a cover letter and to assist them in understanding job connection resources available for creating a resume.	November 29, 2010 December 21, 2010 December 8, 2010 December 22, 2010 Available on Demand Available on Demand	9:00—12:00 noon 10:00—12:30 pm 9:00—12:00 noon 9:00—12:00 noon Contact EC Contact EC	Cedar City EC Kanab EC St George EC St George EC Panguitch EC Beaver EC
Repackaging Your Skills: Designed to help job seekers identify transferable skills and effectively demonstrate those skills to employers in their job search.	December 7, 2010 December 21, 2010 December 6, 2010 December 7, 2010 Available on Demand Available on Demand	1:30—4:30 pm 1:30—4:30 pm 9:00—12:00 noon 10:00—12:30 pm Contact EC Contact EC	St George EC St George EC Cedar City EC Kanab EC Panguitch EC Beaver EC
Job Search With Technology: Learn tools & tips to navigate a successful online job search, including use of electronic job boards, online applications, & sending/posting resumes. (Basic computer skills required).	December 7, 2010 December 21, 2010 December 13, 2010 December 7, 2010 December 7, 2010 Available on Demand	9:00—12:00 noon 9:00—12:00 noon 9:00—12:00 noon 10:00 am 1:00 pm Contact EC	St George EC St George EC Cedar City EC Kanab EC Panguitch EC Beaver EC
Interview Skills: Strategize ways to gain an EDGE in the interview process. Learn to be confident in an interview, research employers, market skills, and answer questions to enhance interview effectiveness. Customers must pre-register and arrive on time.	December 8, 2010 December 22, 2010 December 6, 2010 December 28, 2010 December 21, 2010 Available on Demand	1:30—4:30 pm 1:30—4:30 pm 9:00—12:00 noon 10:00—12:30 pm 1:00 pm Contact EC	St George EC St George EC Cedar City EC Kanab EC Panguitch EC Beaver EC

All Local Employment Centers will offer C.O.P.E./Assertive Communication workshop on Demand. This dynamic workshop will help you to communicate, organize, problem solve, and enhance your self-esteem. Learn how choice, change, control and relationships impact your personal and professional life.

Call Local Employment Center for additional information

St George Employment Center	1-435-674-5627
Cedar City Employment Center	1-435-865-6530
Kanab Employment Center	1-435-644-8910
Beaver Employment Center	1-435-438-3580
Panguitch Employment Center	1-435-676-1410

DECEMBER 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	